



JOB DESCRIPTION

Title: **COMMUNITY DEVELOPMENT DIRECTOR**
Department: Public Services
Class Code: 1800
FLSA Status: Exempt
Effective Date: July 1, 1992 (Rev. 07/2007)
Grade Number: 31

GENERAL PURPOSE

Under broad policy guidance and direction from the Public Services Director, performs professional planning responsibilities and supervises City planning, and Federal grant programs for the orderly development, and growth of the City.

EXAMPLE OF DUTIES

- *-- Plans, coordinates and directs the implementation of the city general plan with all elected and appointed officials; provides information for consultants, developers, engineers, architects, etc. relating to City ordinances, rules, policies and regulations. Designs and drafts maps, charts, takes photographs, etc., manually and/or using GIS, as needed by the Department.
- *-- Works with the Public Services Director, Mayor and City Council to develop policy priorities, to enact programs and detailed briefings on the affairs of the Community Development Division. Prepares written reports and oral presentations to elected and appointed officials at various levels of government.
- *-- Works with the Planning Commission, Board of Adjustment and Planning staff to update the zoning, sign, subdivision ordinances and the city master plan.
- *-- Supervises personnel; hires, trains, evaluates and disciplines employees; assigns, monitors and schedules work, prepares and manages budget and monitors expenditures; negotiates budget with Public Services Director.
- *-- Cooperates with the Police Department in the enforcement of zoning and health ordinances and assists in the prosecution of violators.

- *-- Coordinates, plans, prepares, supervises, and administers the City Community Development Block Grant program; housing rehabilitation program; emergency home repair program, etc., attends hearings, budgets and coordinates with other County and Federal officials and agencies.
- *-- Meets with citizens to explain, educate and promote sound planning practices; promotes public relations, and informs other departments of Community Development activities.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from college with a Bachelor's Degree in business, public administration, urban planning, geography, political science, architecture, civil engineering, economics or a closely related field and five (5) years of experience in local government planning and development, OR any equivalent combination of education and experience.

Special Requirements

- Must have a valid Utah Driver's License.
- Possess certification from the American Institute of Certified Planners (AICP).
- Working knowledge of Geographic Information Systems (ARC/Info) is highly desirable.

Necessary knowledge, Skills and Abilities

- Thorough knowledge of the principles and practices of City planning and development, thorough knowledge of planning, zoning and subdivision law, theory and applications; thorough knowledge of local government structure and operations, including budgetary procedures; considerable knowledge of research methodology and statistics; working knowledge of modern management practices; working knowledge of financial management, banking, and real estate practices.
- Skill in public relations; skill in making presentations; skill in writing reports.
- Ability to establish and maintain effective working relationships with citizens, developers, financiers and other government agencies; ability to communicate effectively, verbally and in writing; ability to direct the work of others.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing software; motor vehicle; calculator; phone; copy and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is regularly required to sit, stand or walk; talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally may be exposed to wet and/or humid conditions, or airborne particles.
- The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.